

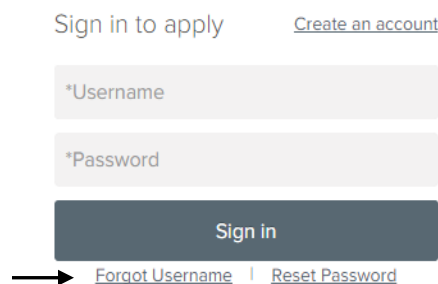
# State of Hawai'i, Office of the Governor

## Cover Letter and Resume Submission

Go to <https://www.governmentjobs.com/jobs/1002381/office-of-the-governor-cover-letter-resume-submission/agency/hawaii/apply>

- If you already created a user account, **Sign in** using your previously created username and password.

*Note: If you created an account with the City and County of Honolulu, State Judiciary, County of Hawai'i, or County of Kauai, your username and password will allow you to submit your resume/cover letter for this announcement.*



Sign in to apply   [Create an account](#)

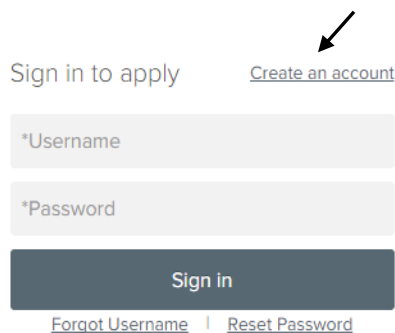
\*Username

\*Password

Sign in

→ [Forgot Username](#) | [Reset Password](#)

- If you created an account before, you cannot use that same email address to create a new account. The email value must be unique.
- If you created an account before and cannot remember your username, click on **Forgot Username**. This sends you an email with your username.
- If you never applied for government jobs with the State of Hawai'i, State Judiciary, City and County of Honolulu, County of Hawai'i or County of Kauai, click on **Create an account** and enter your account information.



Sign in to apply   [Create an account](#)

\*Username

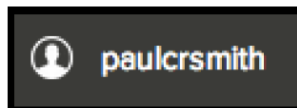
\*Password

Sign in

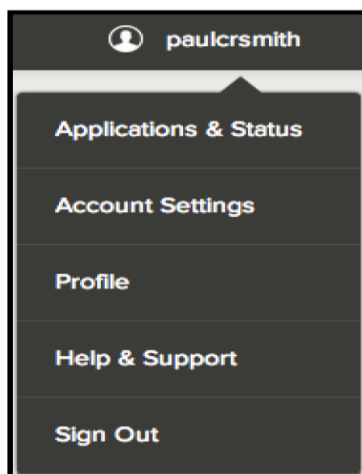
[Forgot Username](#) | [Reset Password](#)

- Your password must be at least 8 characters in length and contain upper and lower case letters, numbers and symbols.
- Answer the security question. In this example, it is "What's 7 + 4?" Type 11.
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:

- Click on **Create**
- Keep a record of your username and password for future use.
- When you are signed in, your username appears on the right in the top menu bar:



- The pull-down menu under your username lets you quickly access common options:



- Use Application & Status to review all of your job applications.
- Use Account Settings to edit your contact information, or change your password. If you change your contact information, this information is automatically updated for each employer with whom you have applied.
- Use Profile to update basic information that you use to apply for jobs, such as work experience. Changes that you make will not update previously submitted applications, but will be saved for your use when you are applying for other jobs in the future.

## Submitting Cover Letter and Resume:

Office of the Governor - Cover Letter & Resume Submission

Job Details **Apply**

Sign in to apply [Create an account](#)

\*Username or Email

\*Password

Sign in

[Forgot Username](#) | [Reset Password](#)

1. Click on the **Apply** tab to begin the process, insert your Username or Email, Password and click on **Sign in**.
2. You can expedite and simplify completing basic profile information by importing a resume from LinkedIn, or by uploading a file.
3. Next you must complete a series of steps (entries or screens). The specific steps will be displayed as you proceed with the specific submission of your Cover Letter and Resume. Your progress and the current step you are at in the process is shown below. In this example, you are at the INFO step:

Job Details **Apply**

**Info**

Work (8)

Education (3)

... Additional

Questions

Review

Submit

As you proceed on submitting your cover letter and resume, refer to the progress bar to see the number of items for that entry, and for any errors. In this example, the WORK step contains eight (8) items, and the QUESTION step contains errors:

4. For each step, the buttons on the bottom allow you to save or discard your work for this entry.

- Although your typing is automatically saved periodically, it is good practice to click on the **Save** button.
- The **Cancel** button discards any changes you made since the last save.
- For some entries, the **Remove** link is present. It deletes the current entry (such as a previous job), after confirmation. Once deleted, the data **cannot** be recovered.
- The last time that the entry was saved is also displayed at the top:

Saved a moment ago

5. Provide general contract information.
6. You are not required to provide current/previous work experience information.
7. You are not required to provide educational information.
8. You are not required to provide additional information, (e.g., certificates and licenses, skills, languages, etc.).
9. Provide personal and/or professional references (indicate type of reference).
10. You are **REQUIRED** to answer all supplemental questions. These include general and agency-wide supplemental questions. You **must** answer these questions in order for your cover letter / resume to be submitted.
11. Upload your attachments - - attach only cover letter and resume. See example below:

- There are two **required** attachments to be submitted. First, click on the **Choose attachment** button to select the type of attachment, and then click on the **Upload** button.
  - If you have applied before and previously uploaded attachments, you can use the **Recent Uploads** button to access these files.
12. Review each section. If there is an error, it is shown in the progress bar and also in the section in which you are working.

Please fix the errors in the following section.

Edit

Click to open this item and correct any errors.

Once your application is complete, Click on **Proceed to Certify and Submit**.

13. On the Certify & Submit page, click on **Accept and Submit**.
- An "Application Submitted" message will confirm that you have applied for the job.

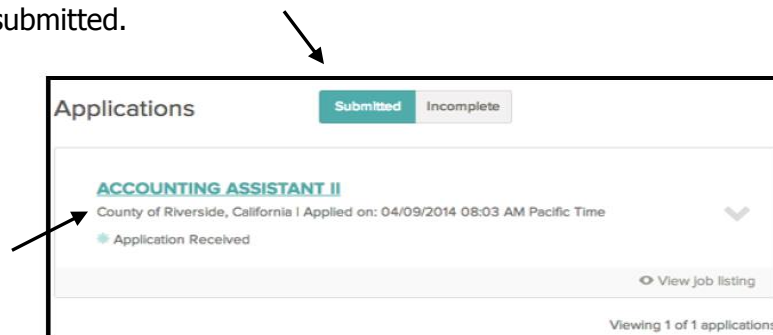
## Check Application Status:


14. Your username will indicate the number of applications you have in-progress.

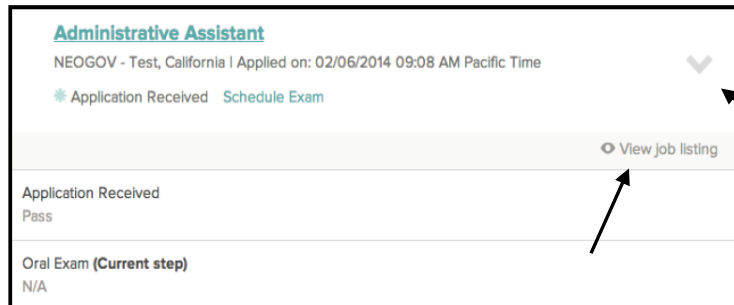


You can get more detailed status information for all of your applications by clicking on Applications & Status in the top menu bar (in the pulldown below your username).

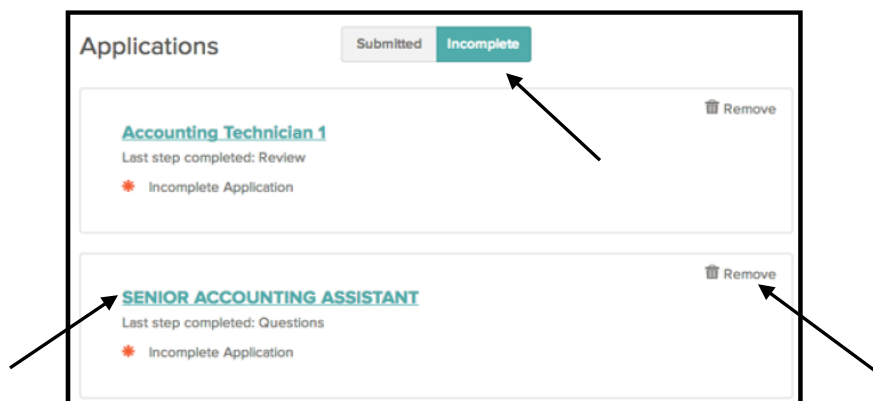
- Click on the **Submitted** button to see all applications that you have successfully submitted.



- Click on the **Job Title** (e.g., Accounting Assistant II) to access the job announcement. The job announcement will provide you with information on job. Click on **Application** View to see the details of your application of this job.
- You can also click on the down arrow  to see more information. This can include a summary of the status for your application.



- Click on **View job listing** to see more information on the job.
- Click on the **Incomplete** button to see all application that you started, but did not complete.



- Click on the **Job Title** (e.g., Senior Accounting Assistant), and then **Apply**, to complete your application.
- You can Click on **Remove** if you want to delete an application without completing it.

## Questions:

- For assistance with the submission of your application, please call the State Recruiting Office at (808) 587-0936 or (808) 587-1111, Monday – Friday, 7:45 a.m. – 4:30 p.m.
- For information or inquiries regarding positions in the Office of the Governor-Elect, please call the Transition Office at (808) 587-4254, Monday – Friday, 7:45 a.m. – 4:30 p.m.
- For inquiries regarding your username or access to the application system, please call NEOGOV at 1-(855) 524-5627, Monday – Friday, 8 a.m. – 6 p.m. (Pacific)